

New Jersey Department of Environmental Protection Site Remediation Program

PRELIMINARY ASSESSMENT REPORT

This form has been created to assist in completing a Preliminary Assessment in accordance with the Technical Requirements for Site Remediation, N.J.A.C. 7:26E. It must be completed in detail and supplemented with narratives where directed. This form takes the Preliminary Assessment requirements of the Technical Rules and puts them into a question and answer format. It is the foundation for completing an environmental investigation of a site as a means towards obtaining a no-further-action approval from the Department ; as well as a means toward meeting the minimum requirements of the due diligence requirements of the innocent purchaser defense as defined by N.J.S.A. 58:10-23.11g

INFORMATION IN THE REPORT SHALL BE USED AS THE INITIAL BASIS FOR ASSESSING POTENTIAL ENVIRONMENTAL CONCERNS. THIS FORM MUST BE CERTIFIED IN ACCORDANCE WITH N.J.A.C. 7:26E-1.5. SUBMIT ONE ORIGINAL CERTIFIED COPY OF THIS FORM UNLESS IT IS ACCOMPANIED BY A SITE INVESTIGATION REPORT AND A PROPOSED REMEDIAL INVESTIGATION WORKPLAN IN WHICH CASE 3 COPIES SHALL BE SUBMITTED.

This form should be used as a foundation for completing a preliminary assessment report in accordance with N.J.A.C.7:26E, the Technical Requirements for Site Remediation, subchapter 3.1 and 3.2. The purpose of a preliminary assessment is to identify the presence of any potentially contaminated areas of concern. And if the information gathered to complete this form identifies and potentially contaminated areas of concern, then there is a need to complete a site investigation pursuant to N.J.A.C. 7:26E-3.3 through 3.13. If this is the case, then continue with the remedial activities and submit the preliminary assessment report with a complete site investigation report and a proposal based on the findings of the site investigation.

The Department will accept mimeograph copies or computer-generated copies of this form provided the copies are legible and all questions listed on this form are included.

The application must be notarized.

Should you encounter any problem in completing this form, we recommend that you discuss the matter with your assigned Case Manager for active cases or a representative from the Department if completing the form in anticipation of a future submittal to the NJDEP. Submitting incorrect or insufficient data may cause processing delays and possible postponement of your transaction.

Please call (609) 633-0708 or your assigned case manager between the hours of 8:30 a.m. and 4:30 p.m. to request assistance.

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION DIVISION OF
RESPONSIBLE PARTY SITE REMEDIATION

P.O. Box 435, TRENTON, NJ 08625-0435

PRELIMINARY ASSESSMENT REPORT

Answer all questions. Should you encounter any problems in completing this form, we recommend that you discuss the matter with a representative from the Site Remediation Program. Submitting incorrect or insufficient data may cause processing delays and possible postponement of your transaction

PLEASE PRINT OR TYPE

Date: _____

Industrial Establishment/Site Name _____

Address _____

City or Town _____ Zip Code _____

Municipality _____ County _____

Block (s) _____ Lots (s) _____

Site Remediation Program Case Number or EPA Identification Number _____

1. Present a history of ownership and operations at the industrial establishment, in tabular form, from the time the site was naturally vegetated or utilized as farmland in accordance with N.J.A.C. 7:26E-3.1(c)1.i. (attach additional sheets as necessary)

Name of Property Owner	From	To

Name of Operator	From	To

- 2A. In accordance with N.J.A.C. 7:26E-3.1(c)1.ii, provide a clear and concise description of the past industrial/commercial operation(s) conducted on site by each owner and operator. To the extent available the site history shall include an evaluation of the following sources of information:

(1) Sanborn Fire Insurance Maps; (2) MacRae's Industrial Directory; (3) Title and Deed; (4) Site plans and facility as-built drawings; (5) federal, state, county and local government files; (6) The Department Geographic Information System. (7) and any additional sources which may be available for a specific site.

Site history is frequently an item where preliminary assessments are incomplete. The Industrial Site Recovery Act requires that a diligent inquiry be made, researching the site history back to January 1, 1932. Common answers to this question have included: "Unknown", or "We are only a tenant on the site and have no knowledge of prior site history". Neither of these answers satisfies the requirement for a due diligent inquiry.

To avoid having a PA found incomplete by the Department due to insufficient information, the site history must be researched. The following are ways of obtaining information regarding site history: title searches; contacting the local and county health officials and municipal agencies (for example, local fire and police departments, and local planning, zoning, adjustment boards) requesting any information these public agencies may have on the specific location; and, interviewing long time neighbors of the industrial establishment. Tenants should always request information from the landlord. The applicant should always document any attempts to locate this information to support a claim that a diligent inquiry has been conducted. If the prior site history demonstrates that the current building was built on vacant unimproved property, it should be reported as such. If the site has been, or is now the subject of a site remediation, any prior cases should always be referenced.

Provide the page or appendix number where the site history may be found. _____

Provide a listing of the resources utilized to compile the site history and as appropriate copies of any maps or information, which will assist the Department in evaluating your conclusions.

Name of Resource	Date of document reviewed	Appendix # if providing copies

- 2B. Include a detailed description of the most recent operations subject to this preliminary assessment .

Provide the page or appendix # where the description of the most recent operations may be found.

3. Hazardous Substance/Waste Inventory: N.J.A.C. 7:26E-3.1(c)1.iii. List all raw materials, finished-products, formulations and hazardous substances, hazardous wastes, hazardous constituents and pollutants, including intermediates and by-products that are or were historically present on the site. Note: If past usage included farming, pesticides may be a concern and should be included in this list. **(attach additional sheets if necessary).**

Material Name	CAS # if known	Typical annual usage (gallons/lbs.)	Storage method (i.e. Drum, tank, jars)

- 4 A. In accordance with N.J.A.C. 7:26E-3.1(c)1iv provide a summary of all current and historic wastewater discharges of **Sanitary and/or Industrial Waste** and/or sanitary sludges. Present and past production processes, including dates, and their respective water use shall be identified and evaluated, including ultimate and potential discharge and disposal points and how and where materials are or were received on-site. All discharge and disposal points shall be clearly depicted on a scaled site map.

Information required under this item is intended to identify potential discharges to any on-site disposal system, such as a septic system or lagoon or drywell. As an example, a facility that currently discharges sanitary and other wastes to the public sewer system, but maintained an on-site septic system prior to 1976, would complete this item as follows:

EXAMPLE

Discharge Period		Discharge Type	Discharge Location
From	To		
1977	Present	Sanitary/Industrial	Public Treatment Works
1960	1977	Sanitary/industrial	On-site Septic System
1955	1960	Sanitary	On-site Septic System

Site Information

Discharge Period		Discharge Type	Discharge Location
From	To		

- 4B. Provide a narrative of disposal processes for all historic and current process waste streams and disposal points. (attach additional sheets if necessary)

5. This question requires the applicant to conduct a diligent inquiry into the current and historic operations at the site to identify all of the potential areas of concern, which formerly or currently exists at the industrial establishment as defined in N.J.A.C. 7:26E-1.8.

Diligent inquiry as defined in N.J.A.C.7:26E-1.8 states:

A. Conducting a diligent search of all documents which are reasonably likely to contain information related to the object of the inquiry, which documents are in such person's possession, custody or control, or in the possession, custody or control of any other person from whom the person conducting the search has a legal right to obtain such documents; and

B. Making reasonable inquiries of current and former employees and agents whose duties include or included any responsibility for hazardous substances, hazardous wastes, hazardous constituents, or pollutants, and any other current and former employees or agents who may have knowledge or documents relevant to the inquiry.

In accordance with N.J.A.C. 7:26E3.1(c)1.v., a narrative shall be provided for each area of environmental concern describing the **(A)** Type; **(B)** Age; **(C)** Dimensions of each container/area; **(D)** Chemical Content; **(E)** Volume; **(F)** Construction materials; **(G)** Location; **(H)** Integrity (i.e., tank test reports, description of drum storage pad); and **(I)** Inventory control records, unless a Department-approved leak detection system, pursuant to N.J.A.C. 7:1E or 7:14B, has always been in place and there is no discharge history. If sampling is not proposed for any identified area of environmental concern, please explain why it is believed that the area of environmental concern does not contain contaminants above the applicable remediation standards. Submit all necessary documentation to verify this belief. The required narrative need not describe the sampling to be completed; however, it should state that sampling will be completed in accordance with the appropriate section of N.J.A.C.7:26E. Detailed descriptions of all remediation activities shall be described in the site investigation report in accordance with N.J.A.C.7:26E-3.13. Note: If the industrial establishment has multiple locations for one type of area of concern (example: underground storage tanks are located in 3 separate areas of the facility), each area must be discussed separately.

Please indicate if any of the potential areas of environmental concern listed below in #5A through #5G, as defined in N.J.A.C. 7:26E-1.8, formerly or currently exist at the industrial establishment by indicating Yes or No in the appropriate space as provided.

For the Location Reference Keyed to Site Map, use either a number or letter identification and be consistent throughout each phase of the remediation, referring to the same identification provided herein.

Provide the required narrative as an appendix to this report. Do not try to provide a narrative in the space provided

I hereby certify that a diligent inquiry has been conducted to identify all current and historical potential areas of environmental concern and based on the diligent inquiry the areas of environmental concern identified below in question 5A through 5G are the only areas of environmental concern believed to exist at the above referenced industrial establishment.

A. Bulk Storage Tanks and Appurtenances, including, without limitation :

Area of Concern	Currently or Formerly Exists at the Site Yes/No	Location Referenced to the Site Map	Appendix Number
Aboveground Storage Tanks and Associated Piping			
Underground Storage tanks and Associated Piping			
Silos			
Rail Cars			
Loading and unloading areas			
Piping, above ground and below ground pumping stations, sumps and pits			

B. Storage and Staging Areas, including

Area of Concern	Currently or Formerly Exists at the Site Yes/No	Location Referenced to the Site Map	Appendix Number
Storage pads including drum and/or waste storage			
Surface impoundments and lagoons			
Dumpsters			
Chemical storage cabinets or closets			

C. Drainage systems and areas including without limitation

Area of Concern	Currently or Formerly Exists at the Site Yes/No	Location Referenced to the Site Map	Appendix Number
Floor drains, trenches and piping and sumps			
Process area sinks and piping which receive process waste			
Roof leaders when process operations vent to the roof			
Drainage swales & culverts			
Storm sewer collection systems			
Storm water detention ponds and fire ponds			
Surface water bodies			
Septic systems leachfields or seepage pits			
Drywells and sumps			

D. Discharge and disposal areas, including, without limitation:

Area of Concern	Currently or Formerly Exists at the Site Yes/No	Location Referenced to the Site Map	Appendix Number
Areas of discharge per N.J.A.C. 7:1E			
Waste piles as defined by N.J.A.C 7:26			
Waste water collection systems including septic systems, seepage pits, & dry wells.			
Landfills or landfarms			
Sprayfields			
Incinerators			
Historic Fill or any other Fill material			
Open Pipe discharges			

E. Other areas of concern, including, without limitation:

Area of Concern	Currently or Formerly Exists at the Site Yes/No	Location Referenced to the Site Map	Appendix Number
Electrical Transformers & Capacitors			
Hazardous material storage or handling areas			
Waste Treatment areas			
Discolored or spill areas			
Open areas away from production areas			
Areas of stressed vegetation			
Underground piping including industrial process sewers			
Compressor vent discharges			
Non-contact cooling water discharges			
Areas which receive flood or storm water from potentially contaminated areas			
Active or Inactive production wells			

F. Building interior areas with a potential for discharge to the environment, including, without limitation:

Area of Concern	Currently or Formerly Exists at the Site Yes/No	Location Referenced to the Site Map	Appendix Number
Loading or Transfer areas			
Waste Treatment areas			
Boiler rooms			
Air vents and ducts			
Hazardous material storage or handling areas			

G. Any other site-specific area of concern.

Area of Concern	Currently or Formerly Exists at the Site Yes/No	Location Referenced to the Site Map	Appendix Number

- 6 If the site area exceeds two acres, an interpretation of the aerial photographic history of the site shall be submitted in accordance with N.J.A.C. 7:26E-3.1(c)1.vi. The interpretation shall be based on available current and historical color, black and white and infrared aerial photographs (scale 1:18,000 or less) of the site and surrounding area at a frequency that provides the evaluator with a historical perspective of site activities. The photographic history shall date back to 1932 or the earliest photograph available. Aerial photographs are available for review at the New Jersey Department of Environmental Protection, Tidelands Management Program, Aerial Photo Library, 9 Ewing Street, Trenton, New Jersey, (609) 633-7369. Note, the applicant is not required to provide the Department with copies of the aerial photographs reviewed only an interpretation of what was observed in each photograph, which may represent an environmental concern.

_____ Check here if an aerial photo review was not complete and provide a reason .

Provide the appendix number for the air photo review narratives _____

7. Discharge History of Hazardous Substances and Wastes, N.J.A.C. 7:26E-3.1(c)1vii :

A. Have there been any known discharges of hazardous substances and wastes at the site?

_____ No (Goto question #8) _____ Yes (Complete Items 7B & 7C)

B. Was the Department notified of the discharge?

_____ Yes; _____ No

If yes, provide the Case # _____

C. Was a no-further-action letter, negative-declaration approval or full-compliance letter issued as

a result of the cleanup of this discharge?

_____ Yes (Submit a copy of the no-further-action approval)

_____ No (Submit a complete Site Investigation or Remedial Action Report documenting the action taken to address the discharge)

- 8 In accordance with N.J.A.C.7:26E-3.1 (c) 1.vii, provide a description of any remediation activities previously conducted or currently underway at the site, including dates of discharges, remedial actions taken, and all existing sample results concerning contaminants which remain at the site. Copies of Department or other governmental agency no-further-action approvals should also be provided with a description of the areas to which the no-further-action approvals apply. This information is especially important if the approval was granted for the remediation of a portion of a site or a specific discharge event rather than the entire site subject to this preliminary assessment.

_____ Check here if this question does not apply.

Provide the appendix number for the required narrative and data summary _____

9. Protectiveness of past remedies, Order of Magnitude Analysis, N.J.A.C. 7:26E-3.1(c) 1.ix & N.J.A.C. 7:26E, 3.2(a)5

A. Have any areas of concern previously received a No-Further-Action approval from the Department or other equivalent government agency for which no additional remediation is proposed? _____ No (go to question #10). _____ Yes (complete 9B).

B. In accordance with N.J.S.A 58:10B-13(e) the following evaluation of the protectiveness of past remedies shall be completed for all areas of concern for which no further action was previously approved by the Department or other equivalent government agency and for which no additional remediation is proposed. All final sampling results shall be evaluated to determine if contaminant levels remaining on site are in compliance with current remediation criteria. The applicant shall complete the following :

Include a table comparing the levels of contaminants remaining in each area of concern, the numerical remediation standard approved in the remedial action workplan or at the time of no-further-action approval and the numerical remediation standards applicable at the time of the comparison. The table shall contain all sampling results, including sample location, sample media, field and laboratory identification numbers, and method detection limits, as necessary, and analytical results for all individual contaminants for each area of concern.

I hereby certify that the order of magnitude analysis required pursuant to N.J.A.C. 7:26E has been completed, since the issuance of a No-Further-Action approval, negative declaration approval or equivalent remediation approval; and (Check the appropriate statements (1), (2), (3) or (4))

(1) _____ The areas of concern listed below contain contaminants above the numerical remediation standard applicable at the time of the comparison, however no further action is required because: (check the appropriate sub statement)

_____ (a) The contaminant concentrations remaining in the areas of concern listed below are less than an order of magnitude (factor of 10) greater than the numerical remediation standard applicable at the time of the comparison;

_____ (b) The areas of concern or the site was remediated using engineering and institutional controls approved by the Department and these controls are still protective of public health, safety and the environment; or

_____ (c) The area of concern or the site was remediated to an approved site specific remediation standard and all of the factors and assumptions which are the basis for deriving the site specific remediation standard remain valid for the site.

Please list the areas of concern for which the previous statement applies.

Area of Concern	Location Reference Keyed to the Site Map

(2) ____ The areas of concern listed below contain contaminants above the numerical remediation standard applicable at the time of the comparison and further remediation is required because:
(check the appropriate sub statement)

_____ (a) The contaminant concentrations remaining in the areas of concern listed below are more than an order of magnitude (factor of 10) greater than the numerical remediation standard applicable at the time of the comparison;

_____ (b) The areas of concern or the site was remediated using engineering and institutional controls approved by the Department and these controls are no longer protective of public health, safety and the environment; or

_____ (c) The area of concern or the site was remediated to an approved site specific remediation standard and some or all of the factors and assumptions which are the basis for deriving the site specific remediation standard are no longer valid;

Please list the areas of concern for which the previous statement applies.

Area of Concern	Location Reference Keyed to the Site Map

(3) ____ The areas of concern listed below do not contain contaminants above the numerical remediation standard applicable at the time of the comparison and no further remediation is required.

Please list the areas of concern for which the previous statement applies.

Area of Concern	Location Reference Keyed to the Site Map

(4).____The contaminant concentrations remaining in the below listed areas of concern are more than an order of magnitude greater than the numerical remediation standard applicable at the time of the comparison. However, no further remediation is required by the person conducting this preliminary assessment, because, in accordance with N.J.S.A. 58:10B13(e), that person is not liable for the contamination pursuant to N.J.S.A. 58:10-23.11g

Please list the areas of concern for which the previous statement applies.

Area of Concern	Location Reference Keyed to the Site Map

10 Historical Data on environmental quality at the Industrial Establishment

A. Have any previous sampling results documenting environmental quality of the Industrial Establishment not received a no further action approval from the Department or been denied approval by the Department? (N.J.A.C. 7:26E-3.1(c)1.viii)

_____Yes (See Attachment #_____) _____ No (Go to 11)

B. Have there been any known changes in site conditions or new information developed since completion of previous sampling or remediation? If sampling results were obtained, but are not part of this application, please explain below (N.J.A.C. 7:26E-3.1©xi):

- 11 List all federal, state and local environmental permits at this facility, including permits for all previous and current owners or operators, applied for, received, or both (Attach additional sheets if necessary).

Check here if no permits are involved _____

A. New Jersey Air Pollution Control

Permit Number	Expiration Date	Type of Permitted Unit

B. Underground Storage Tank Registration Number _____

Size of Tank (Gallons)	Tank Contents

C. New Jersey Pollutant Discharge Elimination System (NJPDES) Permit

Permit Number	Discharge Type	Discharge Location Keyed to Site map	Expiration Date

D. Resource Conservation and Recovery Act (RCRA) permit # _____

E. EPA Identification Number _____

F. In accordance with N.J.A.C. 7:26E-3.1(c) xii, list all other federal, state, local government environmental permits for all previous and current owners or operators applied for and/or received for the site including :

- (1) Name and address of the permitting agency
- (2) The reason for the permit
- (3) The permit identification number
- (4) The application date
- (5) The date of approval, denial or status of the application
- (6) The name and current address of the permittees
- (7) The reason for the denial, revocation or suspension if applicable
- (8) The permit expiration date

_____ Check here if no other environmental permits were applied for or received for this site.

Provide the appendix # for the required listing if other environmental permits exist for this site _____.

12. In accordance with N.J.A.C. 7:26E-3.1(c)xiii, provide a summary of enforcement actions (including but not limited to, Notice of Violations, Court Orders, official notices or directives) for violations of environmental laws or regulations (attach additional sheets if necessary):

A. Check here if no enforcement actions are involved _____ (Go to 13 otherwise complete 12B)

B. (1) Name and address of agency that initiated the enforcement action

(2) Date of the enforcement action _____

(3) Section of statute, rule or permit allegedly violated _____

(4) Type of enforcement _____

(5) Description of the violation _____

(6) How was the violation resolved? _____

13. In accordance with N.J.A.C. 7:26E-3.1(c) xiv, please provide a narrative description of all areas where non-indigenous fill materials were used to replace soil or raise the topographic elevation of the site, including the dates of emplacement.
14. A. In accordance with N.J.A.C. 7:26E-3.2(a) 3.i, submit a scaled site plan, detailing the subject lot and block, property and or leasehold boundaries, location of current and former buildings, fill areas, paved and unpaved areas, vegetated areas, and all areas of concern identified above and all active or inactive wells.
- B. Scaled historical site maps and facility as built drawings (if available).
- C. A copy of the United States Geologic Survey (USGS) 7.5 minute topographical quadrangle that includes the site and an area of at least one mile radius around the site. The facility location shall be clearly noted. If a portion of the USGS quadrangle is used, the scale, north arrow, contour interval, longitude and latitude with the name and date of the USGS quadrangle shall be noted on the map.
15. In accordance with N.J.A.C. 7:26E-3.2 , please provide the date that the site visit was completed to verify the findings of the preliminary assessment. _____

16. List any other information you are submitting or which has been formerly requested by the Department:

Description	Appendix #

CERTIFICATION:

The following certification shall be signed by the highest-ranking individual at the site with overall responsibility for that site or activity. Where there is no individual at the site with overall responsibility for that site or activity, this certification shall be signed by the individual having responsibility for the overall operation of the site or activity.

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attached documents, and based on my inquiry of those individuals immediately responsible for obtaining the information, to the best of my knowledge the submitted information is true, accurate and complete. I am aware that there are significant civil penalties for knowingly submitting false, inaccurate or incomplete information, and that I am committing a crime of the fourth degree if I make a written false statement which I do not believe to be true. I am also aware that if I knowingly direct or authorize the violation of any statute, I am personally liable for the penalties.

Typed/Printed Name _____ Title _____

Signature _____ Date _____

Sworn to and Subscribed Before Me on this _____

Date of _____ 19____

Notary

**Division of Responsible Party Site Remediation
Industrial Site Recovery Act**

INITIAL NOTICE FEE SUBMITTAL FORM

Case # (if known) _____

Case Name (Active Case) _____

Check drawn from the account of _____ Check/M.O. # _____

Amount Enclosed _____

Please circle the appropriate payment location(s)

1.	General Information Notice	\$100.00
2.	Preliminary Assessment Report	\$250.00
3.	Site Investigation Report	\$500.00
4.	Negative Declaration Review	\$100.00
5.	Expedited Review Application●	\$250.00
6.	Remediation in Progress Waiver Application●	\$250.00
7.	Regulated Underground Storage Tank Waiver Application●	\$500.00
8.	Area of Concern Waiver Application●	\$200.00
9.	Limited Site Review Application●	\$450.00
10.	Applicability Determination Application	\$200.00
11.	De minimis Quantity Exemption Application	\$200.00
12.	Limited Conveyance Application●	\$500.00
13.	Remediation Agreement Application	\$1000.00
	Remediation Agreement Amendment Application	\$500.00
14.	Confidentiality Claim	\$250.00
15.	Remedial Action Workplan Deferral Application●	\$750.00

- This fee includes the costs of the Department's review of the General Information Notice required pursuant to N.J.A.C. 7:26B-3.2(a). Any person submitting this fee shall not be required to submit a separate General Information Notice fee.

Note: All applicable fees are due with the submission of each document. A case will remain with the Initial Notice Section up through the submission of a Remedial Investigation Report or the submission of a schedule to implement a Remedial Investigation or Remedial Action at Peril.